



# **AASIS Overview and Basic Navigation**

## **ESS and AASIS Web Usage**

### **Chapter 8**



# Course Map

Introducing AASIS

Logging On and Off AASIS

Understanding the AASIS Window

Navigating Through AASIS

User Personalization of AASIS

Entering and Saving Data

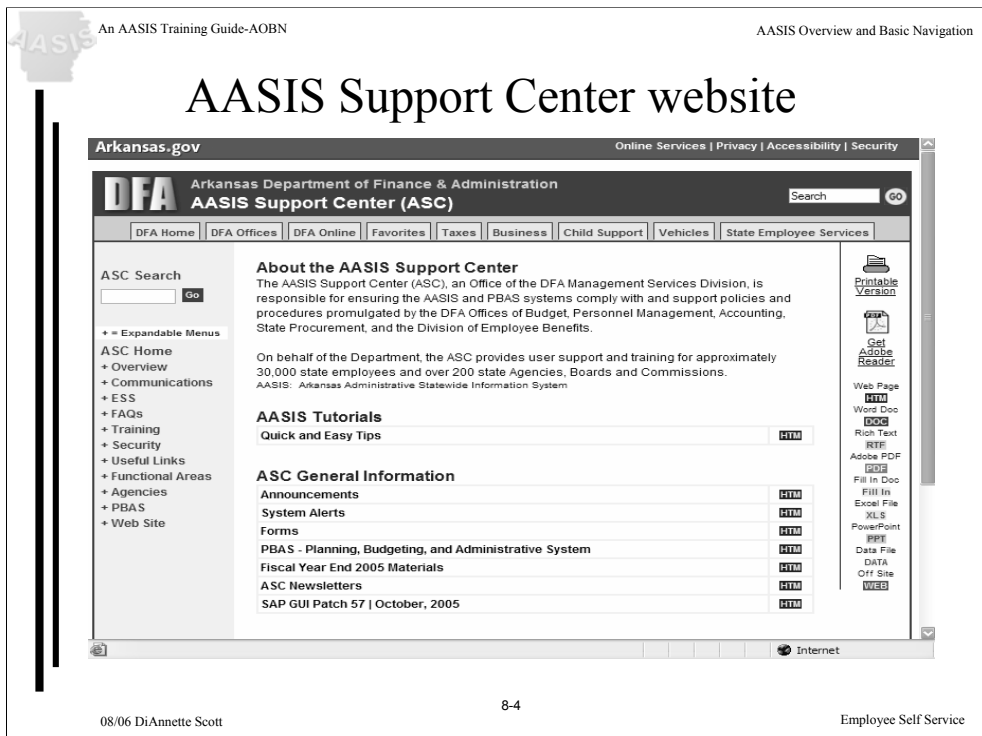
**Working with Multiple Sessions**

**ESS and AASIS Web Usage**



## AASIS Support Center website

To access **AASIS Support Center** web  
site, go to  
<http://www.arkansas.gov/dfa/aasis>



AASIS Support Center (ASC) provides support and training for approximately 30,000 state employees and over 200 state Agencies.

The ASC website allows you to stay informed through system alerts, newsletters, and updates as they occur. You will also find training information, forms, employee self service, useful links, and much, much more.

An AASIS Training Guide-AOBN
AASIS Overview and Basic Navigation

## Employee Self Service (ESS)

**Click on 'ESS' to access the AASIS on-line system.**

08/06 DiAnnette Scott
8-5
Employee Self Service

**Employee Self Service (ESS)** provides employees with individual access to the following:

- Pay statements
- Enrolled Benefit Plans
- Leave/Sick time accumulations
- Personal information (i.e. Address, emergency contact)



# Employee Self Service (ESS)

**DFA** Arkansas Department of Finance & Administration  
**Arkansas Administrative Statewide Information System**

Search  GO

[DFA Home](#) [DFA Offices](#) [DFA Online](#) [Favorites](#) [Taxes](#) [Business](#) [Child Support](#) [Vehicles](#) [State Employee Services](#)

**AASIS Home**  
+ Overview  
+ Communications  
+ ESS  
+ **Link to ESS**  
+ Security & Password  
+ Tutorial & Guidelines  
+ Error Messages  
+ Contact AASIS  
+ FAQs  
+ Learning AASIS  
+ Accessibility  
+ Useful Links  
+ Functional Areas  
+ Agencies

**Welcome**  
Since implementation in 2001, AASIS, the Arkansas Administrative Statewide Information System, has changed the way Arkansas conducts business and is being utilized for Financial Management, Human Capital (HR) Management, and Materials Management for most state agencies. As a part of the Arkansas Department of Finance and Administration, the AASIS Support Center is here to help you. This site was designed in an effort to enhance your knowledge and technical expertise of AASIS, offer information, research, and assistance with the system in order to assist State agencies to function in today's ever-changing world. Please take a moment to look around. If you can't find what you need, please let us know.

**On-Line Services**

Description	Link
Production Web GUI	<a href="#">WEB</a>
Employee Self Service (ESS)	<a href="#">WEB</a>
AASIS Support Center Help Desk	<a href="#">Fill In</a>

**Click on 'Link to ESS'**

[Printable Version](#)  
[Get Adobe Reader](#)  
Web Page [HTML](#)  
Word Doc [DOC](#)  
Rich Text [RTF](#)  
Adobe PDF [PDF](#)  
Fill In Doc [Fill In](#)  
Excel File [Excel File](#)



# Employee Self Service (ESS)

ITS System Information



Please log on to the SAP System

Service: pzm3  
Login:   
Password: ☒  
Language: English   
Accessibility: ☐

**NOTE:** You will need an AASIS password to access ESS.  
If you do not have a password, call the AASIS Help Desk at **501.683.2255**.

# Employee Self Service (ESS)

ITS System Information



Please log on to the SAP System

Service: pzm3

Login: AKANDERSON

Password: ●●●●●●

Language: English

Accessibility: ☐

1. Enter Login –  
**Username**

2. Enter 8-digit  
**Password**

**Note:** English  
should default

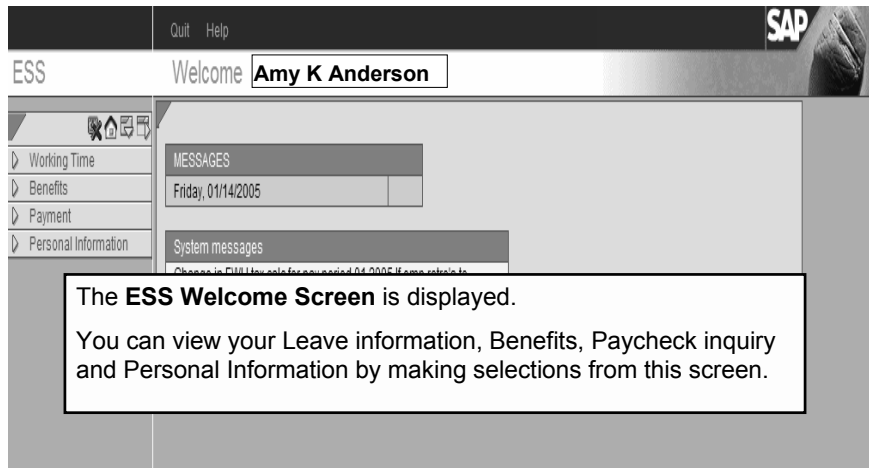
Logon

Logout

New Password

3. Click '**Logon**'

# Employee Self Service (ESS)





# Employee Self Service (ESS)



**Exit**

**First  
Page**

**Open  
All**

**Close  
All**

## **ESS Icons:**

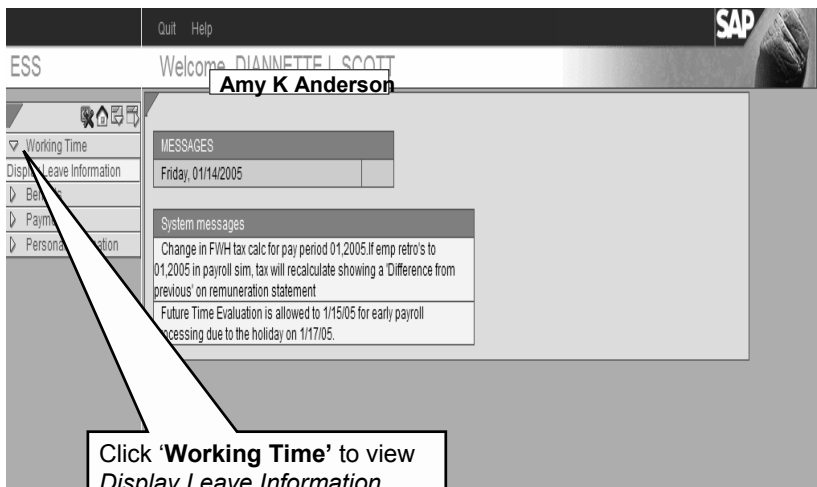
**Exit:** Exits from the current link

**First Page:** Takes the user to the Home page

**Open All:** Expands all of the available options

**Close All:** Closes all of the available options

# Employee Self Service (ESS)



# Employee Self Service (ESS)

Angestellte-SelbstService - Microsoft Internet Explorer

Quit Help **SAP**

ESS Display Time Accounts

Display as of 12/09/2003

☒ All types  
☐ Annual Leave Display

Time account	Deductible to	Entitlement	Used	Planned + approved	Available
Annual Leave	12/31/9999	674.00	420.00	0.00	254.00
Sick Leave	12/31/9999	345.75	133.25	0.00	212.50
Holiday Leave	12/31/9999	16.00	8.00	0.00	8.00
Employee Birthday	12/31/9999	24.00	16.00	0.00	8.00
Catastrophic Leave	12/31/9999	0.00	0.00	0.00	0.00

**View Time Account information for Annual, Sick, Holiday, Birthday, and Catastrophic Leave.**



# Employee Self Service (ESS)

Angestell-SelbstService - Microsoft Internet Explorer

Quit Help **SAP**

ESS Display Time Accounts

Display as of 12/09/2003

☒ All types  
☐ Annual Leave Display

Time account	Deductible to	Entitlement	Used	Planned + approved	Available
Annual Leave	12/31/9999	674.00	420.00	0.00	254.00
Sick Leave	12/31/9999	345.75	133.25	0.00	212.50
Day Leave	12/31/9999	16.00	8.00	0.00	8.00
Birthday	12/31/9999	24.00	16.00	0.00	8.00
Care Leave	12/31/9999	0.00	0.00	0.00	0.00

Click 'Benefits' to view Participation Overview

was processed.

# Employee Self Service (ESS)

Click on 'Cost and contributions' in order to review Contribution summary

View your employee Benefits from this screen by clicking on any participation Plan.

Plan	Participation period
Health Advantage HMO	06/10/2001 - 12/31/9999
US Able (Basic EE Life ASE)	06/10/2001 - 12/31/9999
APERS Non-Contrib EE 0%/ER 10%	02/03/2002 - 12/31/9999
Flex Medical Spending Acct	01/01/2003 - 12/20/2003



# Employee Self Service (ESS)

**View detailed information on your Benefit plan and deductions.**

Angestell-SelbstService - Microsoft Internet Explorer

Quit Help **SAP**

ESS Benefits - Participation Overview

Additional information

Costs and contributions Dependents

Beneficiaries Investments

Cost and contribution summary

Back to plan overview

Cost summary

Health Advantage HMO

Employee	USD 61.22	Monthly	Pre-tax
----------	-----------	---------	---------

US Able (Basic EE Life ASE)

Contribution summary

Flex Medical Spending Acct

Pre-tax	USD 832.00	01/01/2003-12/31/2003
---------	------------	-----------------------

# Employee Self Service (ESS)

Click 'Payment' to view Paycheck inquiry

Employee	USD 61.22	Monthly	Pre-tax
Able (Basic EE Life ASE)			

Pre-tax	USD 832.00	01/01/2003-12/31/2003
---------	------------	-----------------------

# Employee Self Service (ESS)

**Angestellte-SelbstService - Microsoft Internet Explorer**

Quit Help **SAP**

ESS Remuneration Statement

**Report options**

Selection of payroll results for remuneration statement display

☒ Current payroll results

☐ Last payroll results 1

☐ Results in period

from 10/26/2003

to 11/08/2003

Display results

**Welcome to Reports Online**

**Note:** You have the option to display current payroll results, last payroll results or display results in a specified period by entering a from and to date.

Select the payroll you wish to view.

Click 'Display results'



# Employee Self Service (ESS)

Angestellt-SelbstService - Microsoft Internet Explorer

Quit Help **SAP**

ESS Remuneration Statement

Payroll results

Period	Payment ...	Payroll type	Payroll reason
10/12/2003-10/25/2003	10/31/2003	Regular payroll run	

Select the Zoom-In button to display full view.

Click 'Display remuneration statement' to view results for the selected period.

Display remuneration statement New selection

For questions, Please contact your Payroll Administrator Patty Custer at 501324 9064

Check # :  
Check Date :  
Pay Period :



# Employee Self Service (ESS)

Angestellt-SelbstService - Microsoft Internet Explorer

Quit Help **SAP**

ESS Remuneration Statement

Working Time

Display Leave Information

Benefits

Participation Overview

Payment

Paycheck Inquiry

Personal Information

For questions, Please contact your  
Payroll Administrator **Lee McCoy**  
at 501324 9064

Check # : 440243  
Check Date: 10/28/10  
Pay Period: 10/12/10

**Amy K Anderson**  
**207 Katie Lee Lane**  
**Pine Bluff, AR 71601**

SSN 000-00-0000  
FED 02 00 00 0.00  
AR 02 00 00 0.00

EARNINGS	WrkHrs	CURRENT	YTD	TAXABLE EARNINGS
Regular working time	80.0	2,576.18	99,999.99	FED
Holiday premium	0.0		111.11	TX Withholding Tax
Vacation Pay	0.0		222.22	TX EE Social Secur
Wkly pay	0.0		99.99	TX EE Medicare Tax
Wkly day	0.0		0.0	State AR
Element Weather	0.0		0.0	TX Withholding Tax
RECEIPTS		32.00-	704.00-	PRE-TAX DEDS
TAXES		CURRENT	YTD	Med-HMO
FED				
Withholding Tax		999.99	888.88	Pre-Tax Deductions
TX EE Social Security		444.44	22.22	

**Note:** You can scroll vertically or horizontally to view more payroll information.

# Employee Self Service (ESS)

The screenshot shows the SAP ESS 'Remuneration Statement' page. On the left is a navigation menu with options: Working Time, Benefits, Payment, Paycheck Inquiry, and Personal Information. The main area contains a table with columns: EARNINGS, WrkHrs, CURRENT, YTD, and others. The table lists items like Regular working time, Holiday premium, Vacation Pay, and Sick pay. A right-click context menu is open over the table, showing options like Back, Forward, Save Background As..., Set as Background, Copy Background, Set as Desktop Item..., Select All (highlighted), Paste, Create Shortcut, Add to Favorites..., View Source, Encoding, Print, Refresh, Export to Microsoft Excel, and Properties. A text box with an arrow points to the 'Select All' option, containing the text: 'To print Remuneration statement, right click and choose "Select All".'

EARNINGS	WrkHrs	CURRENT	YTD	00	00	00
Regular working time	88.0	2,576.18	99,999.99			
Holiday premium	0.0					
Vacation Pay	0.0		222.22			
Sick pay			99.99			
			0.0			
			0.0			
			704.00			

TAXES	FED	CURRENT	YTD
TX Withholding Tax		999.99	888.8

# Employee Self Service (ESS)

ESS Remuneration Statement

Quit Help SAP

Working Time  
Benefits  
Payment  
Paycheck Inquiry  
Personal Information

Display remuneration statement New selection

Difference prev. Perio  
Regular working time

TX Withholding Tax  
TX EE Social Security  
TX EE Medicare Tax  
State AR  
TX Withholding Tax

YTD USABLE Dep Life EE A  
AMERICAN DENTAL  
st-Tax Deductions

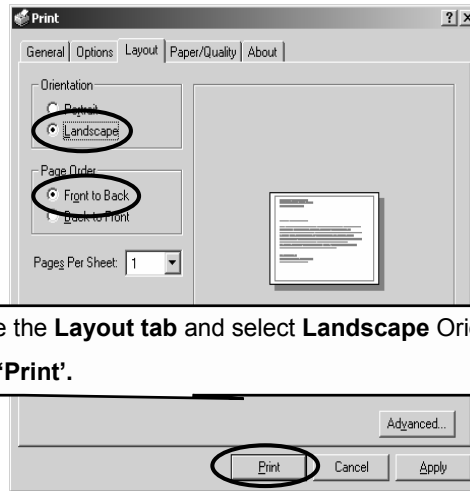
LEAVE ACCRUALS  
Annual Leave

HOURLY REMAINING

Once page is highlighted, right click and select 'Print'.

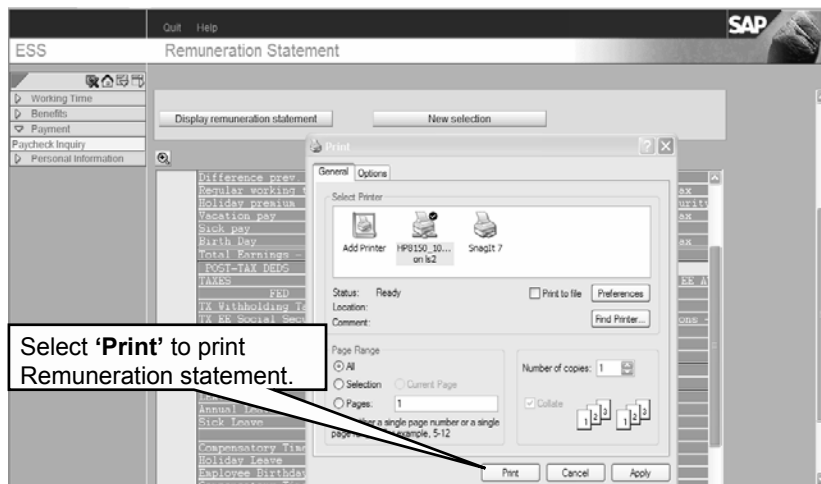
Cut  
Copy  
Paste  
Select All  
Print

# Employee Self Service (ESS)



Choose the **Layout** tab and select **Landscape** Orientation.  
Select '**Print**'.

# Employee Self Service (ESS)



# Employee Self Service (ESS)

Angestellter-SelbstService - Microsoft Internet Explorer

Quit Help **SAP**

ESS Remuneration Statement

Payroll results

Period	Payment...	Payroll type	Payroll reason
10/12/2003-10/25/2003	10/31/2003	Regular payroll run	

Select 'New selection' to view additional or multiply payroll results

Display remuneration statement New selection

For questions, Please contact your Payroll Administrator Patty Custer

Check #  
Check Date  
Pay Period

# Employee Self Service (ESS)

ESS      Quit    Help      SAP

**Remuneration Statement**

Report options

Selection of payroll results for remuneration statement display

☐ Current payroll results

☐ Last payroll results      12

☐ Results in period

from      08/14/2005

to      08/27/2005

Display results

**Welcome to Reports Online...**

To start the report, select values for the fields under 'Report options' and choose the display button.

**Note:** For 'Last payroll results' option, place the number of payrolls to be displayed in the field.

Select 'Last payroll results' or 'Results in period' to display additional payroll periods.



## Employee Self Service (ESS)

The screenshot shows the SAP Employee Self Service (ESS) interface for the 'Remuneration Statement'. The top bar includes 'ESS', 'Out', 'Help', and the 'SAP' logo. The left sidebar contains a list of navigation links: Working Time, Display Leave Information, Benefits, Participation Overview, Payment, Paycheck Inquiry, Personal Information, Address, Emergency Address, Emergency Contact, and Previous Employers. The main content area is titled 'Remuneration Statement' and features a 'Report options' section. This section includes the text 'Selection of payroll results for remuneration statement display' and three radio button options: 'Current payroll results', 'Last payroll results' (which is selected and has the number '12' next to it), and 'Results in period'. The 'Results in period' option has sub-fields for 'from' (08/14/2005) and 'to' (08/27/2005). Below these options is a 'Display results' button. A callout box with a pointer indicates that the user should select this button.

Select 'Display results' button.

# Employee Self Service (ESS)

ESS Remuneration Statement

Payroll results

Period	Payment	Payroll type	Payroll reason
07/31/2005-08/13/2005	08/19/2005	Regular payroll run	
07/11/2005-07/30/2005	08/05/2005	Regular payroll run	
07/03/2005-07/16/2005	07/22/2005	Regular payroll run	
06/19/2005-07/02/2005	07/09/2005	Regular payroll run	
06/05/2005-06/18/2005	06/24/2005	Regular payroll run	
05/22/2005-06/04/2005	06/10/2005	Regular payroll run	
05/08/2005-05/21/2005	05/27/2005	Regular payroll run	
04/24/2005-05/07/2005	05/13/2005	Regular payroll run	

Display remuneration statement New selection

For questions, Please contact your Payroll Administrator Ken Villanov at 501 324-9058

Check # : Not assi  
Check Date: 08/08/2008  
Pay Period: 07/31/2008

Lois Boulder SSN 126-60-6870  
112 Anywhere Dr. FTD 01 00 00 15.00

**Note:** You must choose each individual period and select the "Display remuneration statement" button to display each pay result.

A screenshot of the SAP Employee Self-Service (ESS) "Remuneration Statement" page. The browser title bar shows "Angestellte-Selbstservice - Microsoft Internet Explorer". At the top right are links for "Quit" and "Help", followed by the SAP logo. On the left is a navigation menu with options like Working Time, Display Leave Information, Benefits, Participation Overview, Payment, Paycheck Inquiry, and Personal Information. A callout box points from the "Personal Information" option to the main area. The main area displays "Payroll results" as a table with columns: Period, Payment ..., Payroll type, and Payroll reason. The first row contains the dates "10/1/2003-10/25/2003", "10/31/2003", and "Regular payroll run". Below the table are pagination controls showing "1 / 1". At the bottom are two buttons: "Display remuneration statement" and "New selection". In the bottom right corner, there's additional information about check numbers and dates.

# Employee Self Service (ESS)

Angestellter-SelbstService - Microsoft Internet Explorer

ESS Remuneration Statement

Payroll results

Period	Payment	Payroll type	Payroll reason
10/12/2003-10/25/2003	10/31/2003	Regular payroll run	

1 / 1

Pay remuneration statement New selection

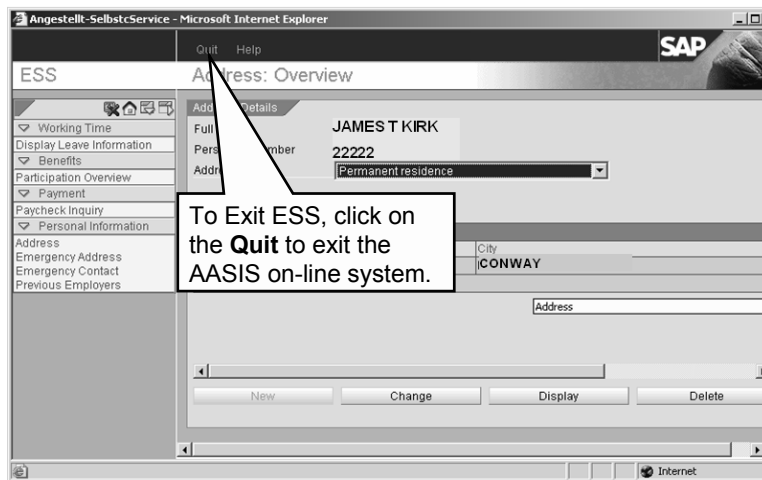
Click one of the **Personal Information** tab to view information.

Check # :  
Check Date :  
Pay Period :

Internet



# Employee Self Service (ESS)



An AASIS Training Guide-AOBN
AASIS Overview and Basic Navigation

# Training

**Arkansas.gov** Online Services | Privacy | Accessibility | Security

**DFA** Arkansas Department of Finance & Administration  
**AASIS Support Center (ASC)**

[DFA Home](#) | [DFA Offices](#) | [DFA Online](#) | [Favorites](#) | [Taxes](#) | [Business](#) | [Child Support](#) | [Vehicles](#) | [State Employee Services](#)

**ASC Search**  
 [Go](#)

+ Expandable Menus  
 ASC Home  
 + Overview  
 + Communications  
 + ESS  
 + FAQs  
 + **Training**  
   General Training  
   Info  
   Classroom  
   Directions  
   Reference Manuals  
   Courseware  
   Calendar &  
   Enrollment  
   BPPs  
 + Security  
 + Useful Links  
 + Functional Areas  
 + Agencies  
 + DDAS

**About the AASIS Support Center**  
 The AASIS Support Center (ASC), an Office of the DFA Management Services Division, is responsible for ensuring the AASIS and PBAS systems comply with and support policies and procedures promulgated by the DFA Offices of Budget, Personnel Management, Accounting, State Procurement, and the Division of Employee Benefits.  
 On behalf of the Department, the ASC provides user support and training for approximately 30,000 state employees and over 200 state Agencies, Boards and Commissions.  
 AASIS: Arkansas Administrative Statewide Information System

**AASIS Tutorials**  
 Quick and Easy Tips [HTML](#)

**AASIS General Information**  
 Announcements [HTML](#)  
 System Alerts [HTML](#)  
 Forms [HTML](#)  
 PBAS - Planning [HTML](#)  
 Fiscal Year End [HTML](#)  
 ASC Newsletter [HTML](#)  
 SAP GUI Patch [HTML](#)

[Printable Version](#)  
[Get Adobe Reader](#)  
 Web Page [HTML](#)  
 Word Doc [DOC](#)  
 Rich Text [RTF](#)  
 Adobe PDF [PDF](#)  
 Fill In Doc [DOC](#)  
 Excel File [XLS](#)  
 PowerPoint [PPT](#)  
 Data File [DATA](#)  
 Off Site [WEB](#)

Internet

08/06 DiAnnette Scott
8-31
Employee Self Service

AASIS offers a range of instructional resources which includes online courseware, “hands-on” training classes, and extensive online resources to support independent study.

Classroom locations and directions can also be accessed through our ASC website.

An AASIS Training Guide-AOBN
AASIS Overview and Basic Navigation

# Training

**AASIS Support Center (ASC)**

Search

[DFA Home](#) [DFA Offices](#) [DFA Online](#) [Favorites](#) [Taxes](#) [Business](#) [Child Support](#) [Vehicles](#) [State Employee Services](#)

ASC Search

[Printable Version](#)  
[Get Adobe Reader](#)  
[Web Page](#)  
[Word Doc](#)  
[PDF](#)  
[Rich Text](#)  
[RTF](#)  
[Adobe PDF](#)  
[PDF](#)  
[Fill In Doc](#)  
[Fill In](#)  
[Excel File](#)  
[XLS](#)  
[PowerPoint](#)  
[PPT](#)  
[Data File](#)  
[DATA](#)  
[Off Site](#)  
[WEB](#)

**AASIS Modules, Courseware, & Tutorials**

[< back to AASIS Overview Page](#)

**Course Module: Overview Courses**

Get on Waiting List	Course Code	Course Title	Courseware Link
<input type="checkbox"/>	AOBN	AASIS Overview and Basic Navigation	<a href="#">HTML</a>

**Course Module: Reporting**

Get on Waiting List	Course Code	Course Title	Courseware Link
<input type="checkbox"/>	FIREPT	FI Reporting <input type="checkbox"/>	<a href="#">HTML</a>
<input type="checkbox"/>	APERS	Retirement Reconciliation Report	<a href="#">HTML</a>

**Course Module: Planning, Budgeting and Administrative System**

Get on Waiting List	Course Code	Course Title	Courseware Link
<input type="checkbox"/>	PBAS	Planning, Budgeting and Administrative System, PBAS Reporting, and Annual Operations Plan	<a href="#">HTML</a>
<input type="checkbox"/>	PBASBB	Planning, Budgeting and Administrative System, Biennium Budget	<a href="#">HTML</a>

**Course Module: Accounts Receivable**

Get on Waiting List	Course Code	Course Title	Courseware Link
<input type="checkbox"/>	ARIP	Accounts Receivable Invoice Processing	<a href="#">HTML</a>

**Courseware allows you to view classes available through AASIS**

08/06 DiAnnette Scott
8-32
Employee Self Service

**AASIS Modules, Courseware and Tutorials** for each individual class offered can be downloaded for class and independent usage.

Training Guidelines and a Suggested Training List is also available to help guide you through to find training that's just right for you and your role in AASIS.

All courses and labs available through AASIS are provided. A Waiting List is also available for classes not currently scheduled.

**Note:** If a course of interest does not contain a checkbox for the AASIS Waiting List, the course is Under Development or provides a link to access material download.



# Training

Live Help | Online Services | Privacy | Access

**DFA**

Arkansas Department of Finance & Administration

**AASIS Support Center (ASC)**

Search

DFA Home

DFA Offices

DFA Online

Favorites

Taxes

Business

Child Support

Vehicles

State Employee Services

ASC Search

+ Expandable Menus

ASC Home

+ Overview

+ Communications

+ ESS

+ FAQs

+ Training

General Training

Info

Classroom

Directions

Reference Manuals

Courseware

Calendar & Enrollment

BPPs

+ Security

+ Useful Link

+ Functions

+ Agencies

+ PBAS

+ Web Site

**AASIS Training Calendar**

**PBASBB:**

**Performance Budgeting and Administrative System- Biennial Budgeting**

Description

PBASBB Course Registration - May, 2006

Link

May, 2006

(click on course code to view/print courseware)

Date	Course Code	Course Title and Number	Location	Register
Thurs & Friday			8:30am-4:30pm Union Bldg.	Full
May 11 & 12 2006	HRPA	HR: Personnel Administration 22137002	9th Floor Room 975	<input type="button" value="Cancel Registration"/>
Tues & Wed			8:30am-4:30pm Union Bldg.	<input type="button" value="Register"/>
May 15 & 16 2006	HRAPAY	HR: Agency Payroll 22137003	9th Floor Room 975	<input type="button" value="Cancel Registration"/>

Printable Version

Get Adobe Reader

Web Page

Word Doc

Rich Text

Adobe PDF

File In Doc

Excel File

PowerPoint

Data File

Off Site

Web

Calendar & Enrollment allows you to view AASIS upcoming classes.